

***Portal Registration
Of Bidders for usage
Of eProcurement Solutions
From
Nextenders (India) Pvt. Ltd.***

INDEX

- 1. What the Manual is about..... 3
- 2. Registration / Enrollment Form..... 4
- 3. Filling of Login Details..... 5
- 4. Filling of Company Details 6
- 5. Filling of Personal Detail..... 7
- 6. Filling of Registration Details..... 8
- 7. Submission of Registration Form 9

1. What the Manual is about

The manual is for user who is willing to work on Nextenders eProcurement application as bidder. This manual informs the users about Fields/ form involved in registration process. The manual guides the user to fill in the online registration form and creation of his Login Id. This Login Id will be used by the bidder for performing operations on the Application.

Last Updated on	20/07/2017
Language	English
Application URL	https://maharashtra.nextprocure.in

2. Registration / Enrollment Form

New users willing to participate as bidders in tenders can create his login and register on the portal by himself. He should open the URL <https://maharashtra.nextprocure.in>. further he should click on link **“New User Registration”** available in the login block. Upon clicking the link below Form will appear. This form has different section viz Login details, company details, Personal details, Registration details and declaration.

Username Password

Forgot your password? [New User Registration](#)

helpdesk@nextenders.com 020-25315555

Home Help manual and tutorials Digital Signature Forms Downloads FAQ Test Certificate Portals Contact Us Date Time: 5/05/2017 12:48:45

List of supported e-T

Tender No. TenderDescription Start Date <= Last Date >=

Online Tenders (18)

Tender No.	Tender Ref.No.	Tender Type	Tender Description	Last Date/Time	Corrigendum Document / Count	Child Portal
22	UDD/ParandaMC/2017-18/notice no.03-03/Water Supply	Open	नगर परिषद परडा साठी सन २०१७-१८ करीता पाणीपुरवठा साहित्य (ISI मानांकित) पुरवठा करणे	05/05/2017 17:30:00 <i>Today is Last Day</i>		udd
21	UDD/ParandaMC/2017-18/notice no.03-02/Electric	Open	नगर परिषद परडा साठी सन २०१७-१८ करीता विद्युत साहित्य (ISI प्रमाणित) पुरवठा करणे.	05/05/2017 17:30:00 <i>Today is Last Day</i>		udd
20	UDD/ParandaMC/2017-18/notice no.03-01/Bleaching	Open	नगर परिषद परडा साठी २०१७-१८ करीता तुरटी,ब्लिचिंग पावडर व जंतुनाशके (आयएसआय प्रमाणित) ई पुरवठा करणे	05/05/2017 17:30:00 <i>Today is Last Day</i>		udd
19	Tender Notice No.01-15/2017-2018/Civil_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1	Open	PROPOSED CONSTRUCTION OF WBM ROAD FROM HANUMAN MANDIR TO ADV.KALE FARM	11/05/2017 18:00:00 <i>6 Days Remain</i>		udd
18	Tender Notice No.01-14/2017-2018/Civil_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1_1	Open	PROPOSED CONSTRUCTION WBM ROAD FROM DARGA ROAD TO MARUTI MANDIR.	11/05/2017 18:00:00 <i>6 Days Remain</i>		udd
	Tender Notice No.01-13/2017-		PROPOSED CONSTRUCTION OF DRAIN FROM GOLDEN CHAWK TO	11/05/2017 18:00:00		

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3. Filling of Login Details

Under Login Details section all the fields are mandatory. In this section user fills in the required Login credentials which the user wish to keep for further operations on the application. The LoginId can be as per user's wish. As mentioned in the screen the passwords should be Minimum 8 characters at least 1 Alphabet, 1 Number and 1 Special Character. Security Question is the question which application will ask while user has forgotten his password and wants to reset it. Security Answer is the answer to the security question.

The screenshot shows a web browser window with the URL <https://maharashtra.nextprocure.in/indexes/signup>. The page header includes the Nextenders logo and a navigation menu with items: Home, Help manual and tutorials, Digital Signature Forms, Downloads, FAQ, Test Certificate, Portals, and Contact Us. A date-time stamp shows 5/05/2017 12:49:36. The main heading is "Contractor / Bidder / Supplier Enrollment Form".

Login Details

Fields in the Login Details section include: Login Id, Password, Confirm Password, Security Question, and Security Answer. A tip below the fields states: "[Tip : Password should be Minimum 8 characters at least 1 Alphabet, 1 Number and 1 Special Character]".

Company Details

Fields in the Company Details section include: Company Name, Company Office Address, City, State, Country, Fax, Telephone, Email, and Secondary Email.

4. Filling of Company Details

Under company details section the user get to fill in the Name, address, City, State, Country, fax No, Telephone No, Email ID and alternate Email ID. The * mark fields are to be mandatorily be filled by the user. The Email ID should be unique and should have not been used with any other registration on the portal. This Email Id will be used to send further application generated emails to the user.

Company Details

Company Name* Company Office Address* City*

State* Country* Fax

Telephone* ISD Email* Secondary Email

Personal Details

First Name of Contact Person* Last Name of Contact Person* Mobile

Registration Details

Type of Ownership* --Select Vendor Category-- Discipline* --Select Discipline-- PAN

Country of origin Indian Bidder Foreign Bidder

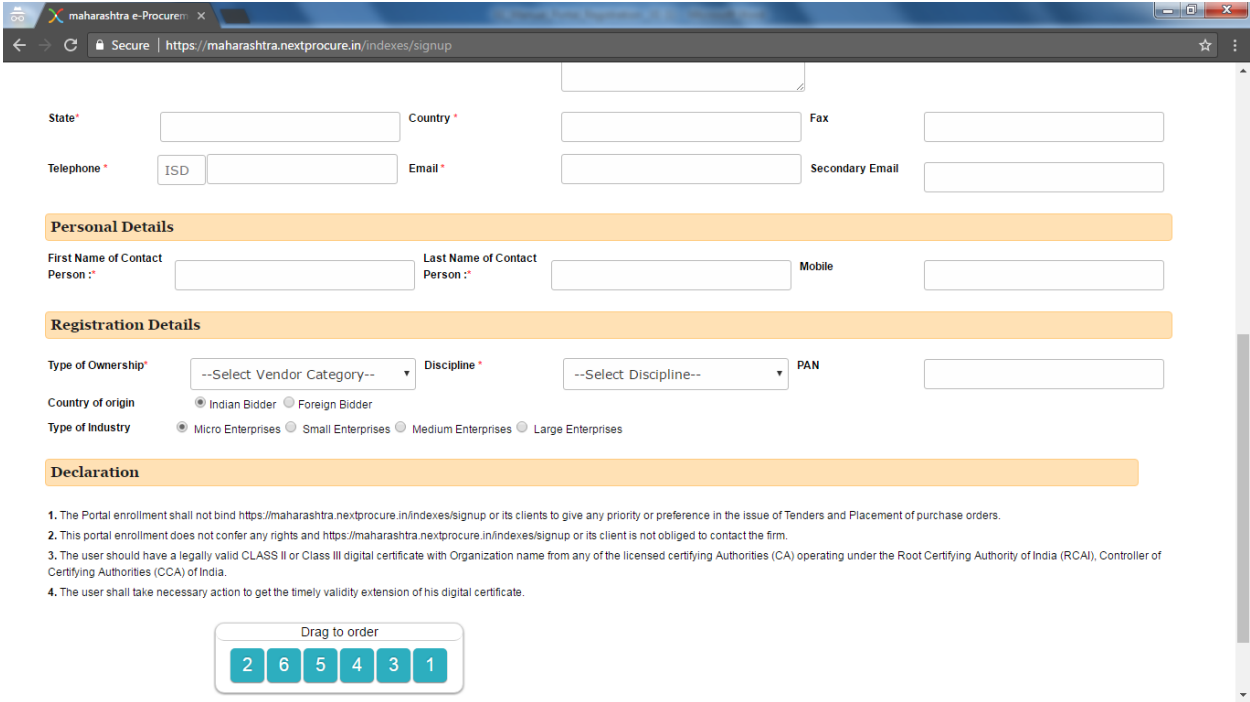
Type of Industry Micro Enterprises Small Enterprises Medium Enterprises Large Enterprises

Declaration

1. The Portal enrollment shall not bind <https://maharashtra.nextprocure.in/indexes/signup> or its clients to give any priority or preference in the issue of Tenders and Placement of purchase orders.

5. Filling of Personal Detail

Under Personal details section the user get to fill in his Name, Last Name, Mobile No. Here user should fill his Name, his Last Name and his Mobile Number.



The screenshot shows a web browser window with the URL <https://maharashtra.nextprocure.in/indexes/signup>. The form contains several sections:

- Personal Details:** Includes fields for State, Country, Telephone (with an ISD dropdown), Email, Fax, and Secondary Email.
- Registration Details:** Includes dropdowns for 'Type of Ownership' (with '--Select Vendor Category--') and 'Discipline' (with '--Select Discipline--'), a PAN field, and radio buttons for 'Country of origin' (Indian Bidder, Foreign Bidder) and 'Type of Industry' (Micro Enterprises, Small Enterprises, Medium Enterprises, Large Enterprises).
- Declaration:** A list of four terms and conditions regarding portal enrollment and digital certificates.
- Drag to order:** A section with a 'Drag to order' label and a row of six numbered buttons (2, 6, 5, 4, 3, 1).

6. Filling of Registration Details

Under Registration details section the user get to fill in Type of Ownership, Discipline, PAN, Country of Origin, Type of Industry. Here user should fill his Organization /Agency details. Its Type of Ownership, its Country of Origin, PAN (in case Indian Origin). Type of tenders the organization is interested. In case if the user is interested in for Auction, he should select Auction. In the case he does not require to register his digital certificate.

The screenshot shows a web browser window with the URL <https://maharashtra.nextprocure.in/indexes/signup>. The form is divided into several sections:

- Personal Details:** Includes fields for State, Country, Telephone (with an ISD dropdown), Email, Fax, and Secondary Email.
- Registration Details:** Includes dropdowns for Type of Ownership (with "--Select Vendor Category--" selected) and Discipline (with "--Select Discipline--" selected), a PAN field, and radio buttons for Country of origin (Indian Bidder selected, Foreign Bidder) and Type of Industry (Micro Enterprises selected, Small Enterprises, Medium Enterprises, Large Enterprises).
- Declaration:** A section containing four numbered terms and conditions regarding portal enrollment and digital certificates.
- Drag to order:** A section with a header "Drag to order" and a row of six numbered buttons (2, 6, 5, 4, 3, 1) for reordering.

7. Submission of Registration Form

Before submission the user must read the delectation, review and verify all the fields on the form. Upon Verification, the user needs to arrange the numbers in captcha by clicking and dragging the box holding the numbers. Further he can click to 'Submit' button on the registration form to submit the details.

Telephone * ISD [] Email * [] Secondary Email []

Personal Details

First Name of Contact Person :* [] Last Name of Contact Person :* [] Mobile []

Registration Details

Type of Ownership* --Select Vendor Category-- Discipline * --Select Discipline-- PAN []

Country of origin Indian Bidder Foreign Bidder

Type of Industry Micro Enterprises Small Enterprises Medium Enterprises Large Enterprises

Declaration

1. The Portal enrollment shall not bind <https://maharashtra.nextprocure.in/indexes/signup> or its clients to give any priority or preference in the issue of Tenders and Placement of purchase orders.
2. This portal enrollment does not confer any rights and <https://maharashtra.nextprocure.in/indexes/signup> or its client is not obliged to contact the firm.
3. The user should have a legally valid CLASS II or Class III digital certificate with Organization name from any of the licensed certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
4. The user shall take necessary action to get the timely validity extension of his digital certificate.

Drag to order

2 6 5 4 3 1

Submit Back

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